

CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT



APPEALS OF PPM RULES POLICY
POLICY #01-011

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial Release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Appeals of Policies & Procedures Manual Rules
POLICY #	01-011
City Commission Approval	

POLICY:

In the event an employee believes that the rules contained in this Policies & Procedures Manual have been misapplied, they must utilize the following procedure. Failure of the grieving employee to strictly follow the time limits will automatically result in a final and binding denial of the grievance. If the City does not follow the time limits, the appropriate City official will be deemed to have denied the grievance and it may proceed to the next step.

PROCEDURE:

Step 1: The aggrieved employee shall present any grievance orally to their immediate supervisor. The discussion will be informal for the purpose of resolving differences in the simplest and most direct manner. The immediate supervisor shall consult with the Department Director, reach a decision, and communicate that decision orally to the aggrieved employee within three (3) working days from the date the grievance was presented to him or her. Supervisors are not empowered to make policy decisions. If the grievance is not resolved at this step, it shall be the responsibility of the aggrieved employee to reduce any grievance to writing within five (5) working of the date of the supervisor's response.

Step 2: If the grievance is not resolved in Step 1, the employee will prepare a written grievance, sign it, and present it to the Department Director. The Department Director will confer with the immediate supervisor, and the employee will attempt to obtain the facts concerning the alleged grievance and conduct a meeting within five (5) working days of receipt of the written grievance. The Department Director will notify the aggrieved employee of their decision no later than five (5) working days after the meeting.

Step 3: If the grievance has not been satisfactorily resolved in Step 2, the employee may forward the grievance to the City Manager within three (3) working days of receipt of the Department Director's decision. The City Manager will meet with the aggrieved employee within ten (10) working days after receipt of the grievance unless an alternate time period is mutually agreed upon in writing. The employee will have the right to respond to the charge(s) made against them both in writing and orally before the City Manager. The employee may call witnesses in support of their case. The City Manager will render a final written decision within ten (10) calendar days after the hearing unless this period is extended by mutual agreement in writing. The final written decision will advise the employee of the action which is to be taken by the City. The City Manager's decision is final and cannot be further grieved or appealed.